

SOLE SOURCE PROCUREMENT REQUEST

Please complete and email to: vip@azdoa.gov

Entire document MUST be completed	
Section 1	
Requesting Agency: ADOA/Human Resources	
Vendor: NASPE (National Association of State Personnel Executives)	Estimated Cost: \$2,500.00
Section 2	
Brief description of materials or services: NASPE provides members with newsletters, invitations to attend conferences and webinars on HR related issues.	
Section 3	
Briefly describe why this procurement is Sole Source and why there is only a single source available: NASPE is sole provider of this particular service	
Duration of this Sole Source procurement: July 1, 2007 – June 30, 2008	
Briefly describe the efforts made to seek other sources: ADOA Procurement verified this fact using the following methods: internet search, checking with local companies who have provided similar services to this agency in the past and current State Contracts. After exhausting all these avenues, we have determined that NASPE is sole provider for this service.	

Send comments to the following individual:

Requesting Agency Contact Information	
Buyers Name and Title: Helen Garcia	
Phone Number: 602-542-2090	Email Address: Helen.garcia@azdoa.gov

State Procurement Website Posting Information	
R2-7-E301 requires the State Procurement Administrator shall post the request on the State Procurement Office website and invite comments on the Sole Source request for five working days.	
Date Posted: July 31, 200728, 2007	Date Closed: August 7, 2007